

[? Help](#)**Job details**

Job 1 of 1

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Position/Program Information Provides very highly specialized support services to staff responsible for the investigation and administration of conservatorships and decedent estates. Positions allocable to this class are found in the Public Administrator's Office or Public Guardian's Office and work under only general supervision, and provide a variety highly specialized clerical support services for the investigation and administration of conservatorships and decedent estates to Deputy Public Conservator/Administrators.

Essential Job Functions Receives and reviews LPS and/or probate conservatorship referrals to verify that information is complete and meets departmental requirements on the need for conservatorship services of persons who are unable to care for themselves or their property.

Contacts mental health agencies to obtain missing or additional information on LPS referrals and prepares written statements when needed to more clearly indicate the patient's unwillingness or inability to accept psychiatric treatment; attaches statement to referral for submission to court.

Supervises staff engaged in transporting conservatees to and from nursing facilities for court appearances; establishes pick-up and delivery routes to assure efficient use of staff and vehicles.

Requirements **MINIMUM REQUIREMENTS:**

One year of highly specialized clerical experience at the level of Los Angeles County's class of Senior Typist-Clerk* involving extensive public contacts in a social service agency or in trust-related work in connection with assets such as real estate, personal property, stocks, bonds or insurance.

**Typing Rate: 40 net words per minute.

Physical Class Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special *A Senior Typist-Clerk does skilled typing work and performs highly

Requirement Information	specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.
Examination Content	<p>Part I: An evaluation of training and experience based on application information weighted 100%.</p> <p>Part II: TYPEWRITING SKILL ** - A qualifying typing performance test of 40 net words per minute. Candidates must pass the typing performance test to be added to the eligible register.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part in order to be placed on the eligible register.</p> <p>**TYPEWRITING SKILL: A qualifying typing performance test of 40 net words per minute will be administered to candidates who have not held a typing position within the County of Los Angeles.</p> <p>Successful candidates will receive a typing certificate which may be used in future examinations that require a typing test.</p> <p>The following candidates are NOT required to take the County typing test:</p> <p>Those candidates who currently hold or have held a typing position in the service of the County of Los Angeles.</p> <p>Those candidates who have taken and passed a Los Angeles County typing and performance at 40 net words per minute administered by a Los Angeles County Department (applicants must attach a copy of their typing certificate to their application).</p> <p>Only certificates issued by a Los Angeles County Department or the Department of Human Resources will be accepted.</p> <p>THE TYPING TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p>
Vacancy Information	The resulting eligible register for this examination will be used to fill vacancies in the Department of Mental Health.
Eligibility Information	<p>The name of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete in this examination more than once in a twelve (12) month period.</p>
Available Shift	Any
Application and Filing Information	<p><u>ONLINE FILING ONLY:</u> Applicants must apply online by clicking on the tab above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.</p> <p>We must receive your application by 5:00 pm, PST, on the last day of filing.</p> <p>THE EXAM MAY CLOSE AT ANY TIME WITHOUT NOTICE.</p> <p>Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.</p> <p>All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.</p> <p>Fill out your application. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.</p>

All information is subject to verification.

We may not accept your application at any time during selection process.

Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Job Field

Health Other

Job Type

Administrative Support

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